

Policy

 Monitored

 Mandated

 X **Other Reasons**

ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY: FUNCTIONS

SECTION 1. Adoption of Policies

The Board shall exercise its rule-making power by adopting bylaws and policies for the organization and operation of the school district. Those bylaws and policies which are not dictated by the statutes or rules of the State Board or ordered by the Commissioner or a court of competent authority may be adopted, amended and repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected. Except that:

- a. The Board may at its organization meeting readopt existing bylaws and policies without previous notice an upon a majority vote or those present and voting.
- b. Except for minor editorial revisions, changes in the proposed policy at the second reading shall cause that reading to constitute a first reading.
- c. The Board may, upon a vote equivalent to that for adoption, amendment or repeal, cause to suspend at any time the operation of a bylaw or policy herein contained, if necessary, provided the suspension does not conflict with legal requirements, and such suspension shall be effective until the next meeting of the Board unless an earlier time is specified in the motion to suspend.
- d. These bylaws and policies may be adopted or amended at any meeting of the Board in an emergency. An emergency shall be defined for purposes of this rule as any situation or set of circumstances which the Board has reason to believe will close the schools or jeopardize the safety or welfare of the pupils or employees of the district. Any resolution adopted under emergency conditions shall expire automatically at the first public meeting of the Board following the abatement of the emergency.

Bylaws or policies shall be adopted, amended or repealed by a majority vote of those present and voting. The adoption, modification, repeal or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All current bylaws and policies shall be printed in the Board Policy Manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

SECTION 2. Promulgation and Distribution

The Board of Education desires to make this Manual of the Bylaws and Policies a useful guide to all members of the Board, the administration of this district and all personnel employed by the Board.

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Therefore, copies of this manual shall be given to the following: Board members, Board Solicitor, Chief School Administrator, Assistant Superintendent, Assistant Superintendent for Business/Board Secretary, **Director** of Professional Development and Human Resources and the Director of Communication Services, and all district administrators and supervisors, as deemed necessary by the Chief School Administrator.

Copies of this manual shall be numbered and a record maintained by Chief School Administrator or his/her designee as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made. The manual of bylaws and policies shall be considered a public record and shall be open for inspection in the Board Offices during regular hours. (47:1A-1)

The Chief School Administrator or his/her designee shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of bylaws and policies for all employees of the school system.

SECTION 3. Executive Authority

The Board shall exercise its executive power by the appointment of a Chief School Administrator hereinafter referred to as Chief School Administrator. The Chief School Administrator, shall enforce the statutes of New Jersey, rules of the State Board and the policies of this Board.

The Chief School Administrator may prepare regulations for the administration of the school district which are not inconsistent with statutes or regulations of the State Board and are dictated by the policies of this Board and which shall be binding upon the employees of this district and the pupils of these schools when issued, but shall be provided to the Board at the next meeting thereof. The Board reserves the right to rescind any such regulation.

Legal References:

N.J.S.A. 18A:11- 1 General mandatory powers and duties

N.J.S.A. 18A:17-20 Tenured and non-tenured superintendents; general powers and duties

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

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Cross References:

3516	Safety
4135.16	Work stoppages/strikes
4235.16	Work stoppages/strikes
5131.6	Drugs, alcohol, tobacco (substance abuse)
5141.1	Accidents
5141.2	Illness
6114	Emergencies and disaster preparedness
9311	Formulation, adoption, amendment of policies
9313	Formulation, adoption, amendment of administrative regulations

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